



### **Connecting to Code Enforcement Board Meetings utilizing Communications Media Technology (CMT)**

- Once a date for hearing is scheduled, the CEB Administrator must send a Notice of Hearing to the alleged violator and to the property owner(s), if different, by certified mail or hand delivery. A copy of the inspector's formal Notice of Violation and Request for Hearing, and a copy of the meeting agenda (when available), are also sent to the alleged violator with the Notice of Hearing.
- The Notice of Hearing will advise the alleged violator and property owner(s), if different, that he or she may opt to appear at the evidentiary hearing either in person or by communications media technology that includes both video and audio communication (Zoom, or other comparable electronic medium).
- To appear by communications media technology, the alleged violator and property owner(s), if different, will be advised in the Notice of Hearing that he or she must request a meeting link from the Development Support and Environmental Management Office at least 10 days before the scheduled hearing and must ensure that he or she has both video and audio capabilities adequate to be clearly heard and seen by the Code Enforcement Board.
- The link will be emailed to the alleged violator and property owner(s), if different, 7 days before the hearing.
- If an alleged violator or property owner(s), if different, requests a link and his or her electronic media technology does not function during the hearing so as to permit the alleged violator or property owner(s), if different, to be seen and heard, the case will be continued to the next Code Enforcement Board meeting and the alleged violator and property owner(s), if different, will need to attend in person to be heard.
- After the alleged violator/owner receives Notice of Hearing, they may make an effort to remedy the violation or may request more time to do so. The CEB Administrator, the County Attorney's office, and the Code Inspectors are always willing to work with violators towards resolving the violation(s) prior to the hearing.

**If you have any questions regarding the Communications Media Technology (CMT) process for Code Enforcement Board meetings, please feel free to contact us at:**

**Leon County Department of Development Support and Environmental Management  
Code Compliance Program  
435 North Macomb Street, 2nd Floor  
Tallahassee, Florida 32301  
(850) 606-1300 Fax: (850) 606-1301  
Email: [CodeCompliance@LeonCountyFL.gov](mailto:CodeCompliance@LeonCountyFL.gov)  
Visit our Website: [Code Compliance Services](#)**